

Opportunities & Accomplishments

Contract opportunities exist if your business operates in one of the following industries:

- Wholesale, Retail, or Service Operations
- Manufacturing or Construction Operations
- Architectural and Engineering Services

However, once your small local business has reached a level of success, the SLBE program is no longer suitable. Firms that have reached the following milestones will graduate from the SLBE program:

- Received more than \$3 million in awards through the SLBE Program within any sixty month period;
- Exceeded the maximum annual gross sales or maximum number of employees established in the criteria for certification in the Maryland Small Business Reserve program; or
- Moved their headquarters or branch/satellite office out of Charles County, Maryland, and becomes a non-local business.

CHARLES COUNTY COMMISSIONERS



Equal Opportunity County

Charles County Government

P.O. Box 2150 • 200 Baltimore Ave • La Plata, Maryland
301-645-0550 • 301-870-3000

Maryland Relay: 711 • Relay TDD: 1-800-735-2258

Department of Fiscal & Administrative Services

Purchasing Division

P.O. Box 2150 • La Plata, Maryland 20646
301-645-0656

E-mail: PURAdmin@CharlesCounty.org



Learn more at...

www.CharlesCountyMD.gov

Mission Statement – The mission of Charles County Government is to provide our citizens the highest quality service possible in a timely, efficient, and courteous manner. To achieve this goal, our government must be operated in an open and accessible atmosphere, be based on comprehensive long- and short-term planning, and have an appropriate managerial organization tempered by fiscal responsibility. We support and encourage efforts to grow a diverse workplace.

Vision Statement – Charles County is a place where all people thrive and businesses grow and prosper; where the preservation of our heritage and environment is paramount; where government services to its citizens are provided at the highest level of excellence; and where the quality of life is the best in the nation.

Charles County Government Small Local Business Enterprise (SLBE) Program



Charles County Government
Department of Fiscal & Administrative Services
Purchasing Division

P.O. Box 2150 • 200 Baltimore Ave • La Plata, MD 20646
301-645-0656 • E-mail: PURAdmin@CharlesCounty.org

Overview

Small businesses face challenges when trying to win government contracts. Charles County Government can help small and local businesses work through these challenges by offering procurement incentives.

The Charles County Board of Commissioners enacted bill (2012-05), the Small Local Business Enterprise (SLBE) Program, to promote the purchasing and procurement of goods and services from qualified small businesses that are located and operating in Charles County, Maryland.

The purpose of the SLBE Program is to support the growth and economic vitality of Charles County small businesses by increasing their success when participating in County contracts and other procurement. SLBE firms may participate in County contracts as a prime contractor, sub-contractor, or as a joint venture partner.

The SLBE Program offers registered small local businesses the following contract opportunities:

SLBE Reserve

Procurements up to \$25,000 are reserved for qualifying small local businesses. However, quotes must be received from at least three qualified SLBE firms.

If fewer than three SLBE quotes are received, or if the lowest SLBE quote received is 10% or more above the lowest non-SLBE bidder quote, then the commodity and/or service may be procured from a non-SLBE firm.

Formal Procurement Contracts

These contracts are over \$25,000 but under \$500,000. Registered SLBE firms submitting a bid or proposal will receive a preference during the bid/proposal evaluation.

Eligibility

In order to participate, your business should:

- Be a for-profit business and independently owned (no brokers or subsidiaries).
- Be registered and certified with the State of Maryland's Small Business Reserve Program.
- Have its headquarters located in Charles County; or have 25% percent of its full-time equivalent employees residing in Charles County.
- Have a satellite office in Charles County that generates at least 25% percent of the company's annual gross sales.

Entrance Requirements

- Register and be certified in the State of Maryland Small Business Reserve Program
- Register as a vendor with the Charles County Government at www.CharlesCountyMD.gov
- Have a valid Social Security Number or an IRS Federal Employer Identification Number (FEIN)
- Complete the SLBE Program application
- Qualify as a "local" Charles County business

"The Charles County Board of Commissioners recognize that it is in the best interest of the County to promote purchasing and procurement of goods and services from qualified small vendors who have their place of business that is physically located in Charles County."

Benefits

There are many benefits to participating in Charles County's SLBE Program. Benefits include, but are not limited to:

- Learn of business opportunities with various departments and agencies within Charles County Government.
- Expose your products and services to potential County Government customers.
- Receive technical assistance from County Purchasing staff.
- Learn about other state and federal contracting opportunities.
- Network with and learn from other businesses.
- Contribute to the growth of the Charles County economy.

Who to Contact

Always make your first call to the Purchasing Division. We will direct you to the appropriate individuals as necessary. Any inquiries or questions regarding these procedures may be directed to:

Department of Fiscal & Administrative Services

Purchasing Division

301-645-0656

E-mail: PURAdmin@CharlesCounty.org

Business Hours

The Purchasing Division conducts business Monday through Friday, 8 a.m.–4:30 p.m.

Vendor interviews are by appointment only.